

## Basic Videorecording Cataloging Cheat Sheet

FIELD	±	DESCRIPTION	COMMENTS
007		Fixed Length Data Elements (aka Control Fields)	<ul style="list-style-type: none"> <li>Required for all videos!</li> <li>Be sure to code correctly</li> </ul>
008			<ul style="list-style-type: none"> <li>Be sure the record has one! Automatically created with default values (live action, color, English) in <i>MARC Magician</i></li> </ul>
020		ISBN	<ul style="list-style-type: none"> <li>10 digits (1<sup>st</sup> and last digit/X always separate)</li> <li>If 1<sup>st</sup> single digit is missing, add a 0 (zero)</li> <li>Add ISBN from your item if not in record (put in separate 020)</li> </ul>
028			<ul style="list-style-type: none"> <li>Set first indicator to 4</li> </ul>
	a	Publisher number	<ul style="list-style-type: none"> <li>Enter exactly as found on label or box (often spine)</li> </ul>
	b	Source	<ul style="list-style-type: none"> <li>Same as 260=b</li> </ul>
040		Cataloging source	<ul style="list-style-type: none"> <li>Check here when downloading records – tells which library created record</li> </ul>
245			<ul style="list-style-type: none"> <li>Set first indicator to 0 if no 1XX field</li> </ul>
	a	Title proper	<ul style="list-style-type: none"> <li>Item <b>must</b> have one!</li> <li>Capitalize <i>only</i> first word and proper nouns</li> <li>Do <i>not</i> drop or transpose initial articles</li> <li>Transcribe <i>exactly</i> as on title frames (chief source of information)</li> <li>Omit companies, performers, presenters, etc. that precede or follow title: Walt Disney Productions presents Escape to Witch Mountain; transcribe as Escape to Witch Mountain</li> <li><i>But</i>, include possessive noun that immediately precedes title: transcribe Neil Simon's California suite as is</li> </ul>
	n	Number of part/section	<ul style="list-style-type: none"> <li>Can be any indication of sequencing: Part 1, Supplement A, Video two, etc.</li> </ul>
	h	GMD (general material designation)	<ul style="list-style-type: none"> <li>Immediately follows title proper (±a, ±p &amp;/or ±n, if present)</li> <li><i>Always</i> enclosed in [brackets] and in lowercase</li> <li>Format: [videorecording] - used for videocassettes or DVDs</li> </ul>
	b	Remainder of title	<ul style="list-style-type: none"> <li>Item may or may not have one</li> <li>Transcribe <i>exactly</i> as on title frames (chief source)</li> </ul>
	c	Statement of responsibility	<ul style="list-style-type: none"> <li>Transcribe exactly as on title frames (chief source)</li> <li>Only include companies/people responsible for <i>overall</i> production</li> <li>Include production company, producer, director, writer, animator</li> </ul>
246	a	Title variation(s)	<ul style="list-style-type: none"> <li>Use when different titles appear on item or are otherwise necessary</li> <li>Use for variants that apply to item <i>as a whole</i>, not for <i>parts</i> of item</li> <li>Omit initial articles!</li> <li>Type of variant title entered determines how to code indicators</li> <li>Formerly entered in 740</li> </ul>
250	a	Edition	<ul style="list-style-type: none"> <li>Use only if specified on item</li> <li>Look for "Widescreen edition", etc.</li> </ul>
260	a	Place of publication	<ul style="list-style-type: none"> <li>Transcribe city + state abbreviation (App. B) except for <b>very</b> well-known cities</li> <li>Use postal abbreviation <i>if</i> that appears on item</li> </ul>
	b	Publisher	<ul style="list-style-type: none"> <li>Enter name found on label, box, etc.</li> <li>Use shortest recognizable form</li> <li>Eliminate Co., Inc., etc. unless crucial to understanding</li> </ul>

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	c	Date of publication	<ul style="list-style-type: none"> <li>Use most recent publication date <i>for videorecording</i> – will likely be on label or box, rather than on title frame               <ul style="list-style-type: none"> <li>If date is for packaging (artwork), put in brackets</li> </ul> </li> <li>Do not use date of original motion picture here; include in a 500 note</li> </ul>
300	a	Extent of item + SMD (specific material designation)	<ul style="list-style-type: none"> <li>Number of items, followed by running time in parentheses, e.g., 1 videocassette (15 min.)</li> <li>Most common SMDs: videocassette, videodisc</li> </ul>
	b	Additional features	<ul style="list-style-type: none"> <li>Use prescribed abbreviations (AACR2r, App. B)</li> </ul>
	c	Dimensions	<ul style="list-style-type: none"> <li>For VHS, enter: 1/2 in.</li> <li>For DVDs, enter: 4 3/4 in.</li> </ul>
	e	Accompanying material	<ul style="list-style-type: none"> <li>Enter here any booklets, puppets, etc. that accompany the item described in 300+a</li> </ul>
440	a	Series Added Entry	<ul style="list-style-type: none"> <li><b>Obsolete!</b> Previously used for series found in LC authority files</li> </ul>
490	a	Series (untraced)	<ul style="list-style-type: none"> <li>Used when series is not to be traced, or is traced differently</li> <li>Often used in conjunction with 8XX field (authorized form of series)</li> </ul>
5XX			<ul style="list-style-type: none"> <li>Order of notes is prescribed by AACR2r– most important comes first</li> </ul>
521	a	Target audience note	<ul style="list-style-type: none"> <li>Include <i>only</i> if stated on item</li> <li>Use for MPAA ratings. E.g., MPAA rating: G.</li> <li>Set Indicator 1 correctly to generate display constant for age or grade level, if appropriate</li> </ul>
538	a	System requirements note	<ul style="list-style-type: none"> <li>Always include &amp; always comes first!</li> <li>For VHS videorecordings, enter: VHS</li> <li>For DVD videorecordings, enter: DVD</li> <li>Include any additional sound requirements: Hi-fi stereo, Dolby, etc.</li> </ul>
546	a	Language note	<ul style="list-style-type: none"> <li>Use to indicate language(s) if not obvious from other information. E.g., Spanish subtitles</li> <li>Indicate closed-captioned items as: Closed-captioned</li> </ul>
500	a	General note	<ul style="list-style-type: none"> <li>Use when no other designated 5XX exists for the information</li> <li><b>Always</b> include source of title if <i>not</i> from title frame</li> </ul>
511	a	Participant or performer note	<ul style="list-style-type: none"> <li>Include information <i>not</i> in 245+c</li> <li>Include <i>featured</i> players, performers, narrators, presenters</li> </ul>
508	a	Creation/production credits note	<ul style="list-style-type: none"> <li>Include information <i>not</i> in 245+c</li> <li>Include those responsible for a segment of the item: photographer, composer, editor, etc.</li> <li>Format: Function1, Name1 ; Function2, Name2 ; etc.</li> </ul>
505	a	Contents note	<ul style="list-style-type: none"> <li>Including detailed contents information allows for greater points of access for patrons, as well as greater description of non-print items</li> <li>Include titles of sections of videorecording</li> <li>Format: Title1 : subtitle -- Title2 --Title3 -- Title4 -- etc.</li> </ul>
520	a	Summary note	<ul style="list-style-type: none"> <li>Think in terms of keywords when writing an <i>objective</i> summary</li> <li>Use synonyms for words in title, contents, subject headings, etc.</li> </ul>

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586	a	Awards note	<ul style="list-style-type: none"> <li>Create separate 586s for multiple awards ; include year</li> <li>Format: Name of award, date, e.g., Academy Award for Best Picture, 1999</li> <li>If date of award is unknown, use 500 field instead</li> </ul>
6XX		Subject notes	<ul style="list-style-type: none"> <li>Most commonly used: <ul style="list-style-type: none"> <li>600 – Personal name (LC authorized format)</li> <li>650 – Topical term</li> <li>651 – Geographic name (LC authorized format)</li> <li>655 – Genre/form term</li> </ul> </li> <li>Set Indicator 2 to indicate source of term (LC, LCAC, etc.) If Ind. 2 doesn't specify source, include ≠2 with source code</li> <li>Use appropriate subfields! Do <b>not</b> put everything in ≠a ! <ul style="list-style-type: none"> <li>≠x - general subdivision</li> <li>≠z - geographical subdivision</li> <li>≠y - chronological subdivision</li> <li>≠v - genre/form subdivision</li> </ul> </li> <li>Do <b>not</b> use all caps!</li> </ul>
7XX		Added entries	<ul style="list-style-type: none"> <li>Information should appear elsewhere in the record</li> <li>Most commonly used: <ul style="list-style-type: none"> <li>700 – Personal name – any person in 245≠c, 511, 508 or other 5xx (LC authorized format)</li> <li>710 – Corporate names – companies in 245≠c and 260≠b (LC authorized format)</li> <li>740 – Analytical title – use for contents of 505</li> </ul> </li> </ul>
830	a	Series added entry: Uniform title	<ul style="list-style-type: none"> <li>Use for series consisting of title alone</li> <li>Use is governed by authority record for the series (LC authorized format)</li> <li>Common practice is to use 0 for Indicator 2 and omit non-filing words at beginning of title</li> </ul>